

Editors' Association of Canada/Association canadienne des réviseurs

Membership Fee Relief and Reduction Guidelines

Effective date: December 2021

Purpose

These guidelines are to implement the Membership Fee Relief and Reduction Policy.

Fee reduction

Editors Canada will consider providing two types of membership fee relief for members:

- a temporary suspension of annual fees while a member has a catastrophic illness, or
- a reduction of annual fees when a member develops a permanent disability that prevents them from working.

These are two distinct categories, and the purpose of Editors Canada giving fee relief is different for each one.

- Catastrophic illness: provides some temporary psychological relief to a member.
- Permanent disability that prevents a member from working: provides continued community.

Editors Canada will also consider providing a reduced membership fee to potential new members who are experiencing economic hardship due to disability, chronic illness, or marginalization.

Temporary relief: catastrophic illness

Providing a respite from fees for members who develop a catastrophic illness will

- take the financial decision off the member's huge list of stresses and concerns, and
- keep the person connected to the editing community as they go through treatment.

Reduced fees: permanent disability

Providing reduced annual fees when a member develops a permanent disability that prevents them from working will

- allow the person to keep attending local meetings and be on the email forum and in the members-only Facebook group, and
- bring some money into the association (rather than no money, if the member cannot renew their membership).

Reduced fees for potential new members

Editors Canada recognizes that many people with disabilities, with chronic illnesses, or from marginalized communities experience great economic hardship and live in poverty. Providing reduced annual fees to potential new members who are experiencing financial hardship for these reasons will

- allow them to join Editors Canada at a reduced rate so they can access the benefits of being a member, and
- bring in some money to the association (rather than no money, if they cannot afford to join).

Eligibility

Either option (temporary relief or reduced fees) is available for people who have been members for at least 12 months.

Reduced fees for potential new members are available to any potential new member at the discretion of the executive director and NEC.

Student affiliates are not eligible.

Decisions: membership fee relief for members

Referral to the NEC for members may come in several ways, such as

- the affected member contacting the office (staff or the executive director) or a director (or former director)
- the affected member's branch or twig contacting the office or a director (or former director)
- a director bringing it to the NEC

The executive director or a director will bring each case to the national executive council (NEC) for decision. The NEC will vote on each case but the names will be redacted from the record of votes.

A doctor's letter is not required in either circumstance.

Nonetheless, the executive director or director who brings a case to the NEC should ask the person if they want to remain anonymous to the NEC. The executive director and all directors must use great care in handling information that is considered personal.

The NEC will make each decision on a case-by-case basis. Editors Canada is not obligated to extend this fee relief to members.

Decisions: membership fee reduction for potential new members

In order to apply for membership fee reduction, new members will email the executive director, who will then remove any identifying information before forwarding the request to the NEC.

The executive director will bring each case to the NEC for decision. The NEC will vote on each case.

A doctor's letter or other supporting documentation is not required in any circumstance.

The NEC will make each decision on a case-by-case basis. Editors Canada is not obligated to extend this fee reduction to potential new members.

Time frames and reductions: membership fee relief for members

For catastrophic illness, the time frame is up to the NEC. Options that directors could grant include the following:

- a hold on fees for 6 months, not renewable
- a hold on fees for 6 months, renewable
- a hold on fees for 12 months, not renewable
- a hold on fees for 12 months, renewable for up to two years

Once the NEC makes this decision, the NEC will email the executive director to inform them of the decision to extend fee relief. The executive director will ensure that the member's account includes a note and will adjust the timing of the renewal email.

For permanent disability, the NEC will reduce the fee by the percentage it thinks is appropriate in each case.

Time frames and reductions: membership fee reduction for potential new members

The NEC will reduce the fee by the percentage it thinks is appropriate in each case.

Once the NEC makes this decision, the NEC will email the executive director to inform them of the decision to extend a fee reduction. The executive director will ensure that the member's account includes a note and will adjust the timing of the renewal email.

Revisions

The guidelines and the Membership Fee Relief and Reduction Policy will be reviewed in the five-year review cycle for Editors Canada governance documents.

Substantive revisions to these guidelines must be ratified by a vote of the association's national executive council.